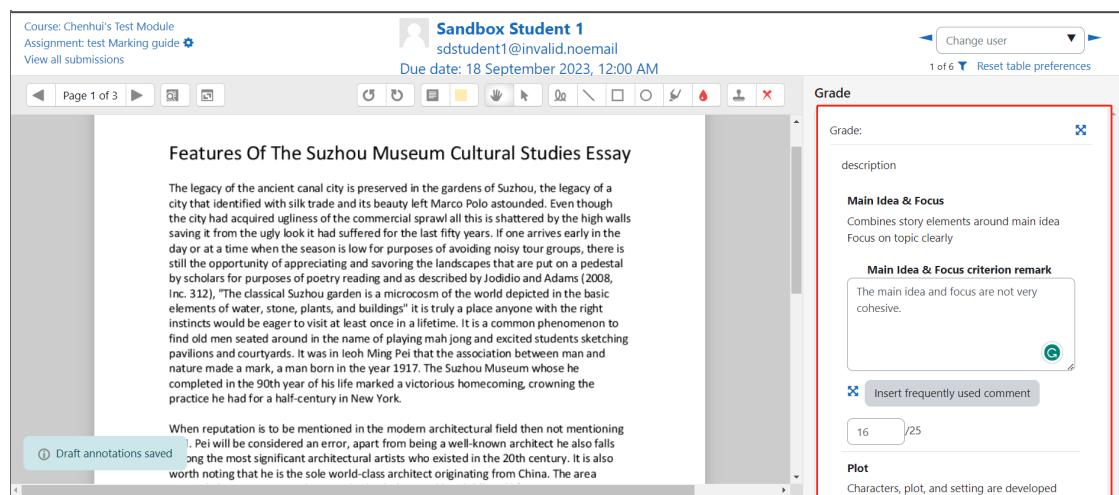


# Advanced Grading Method: Marking Guide



The screenshot shows a marking guide for a student submission. The student is 'Sandbox Student 1' with the email 'sstudent1@invalid.noemail'. The assignment is 'test Marking guide' and the due date is '18 September 2023, 12:00 AM'. The submission content is an essay titled 'Features Of The Suzhou Museum Cultural Studies Essay'. The marking guide includes a 'Grade' section with a dropdown for 'Grade' and a text field for 'description'. It also includes a 'Main Idea & Focus' section with a note: 'Combines story elements around main idea Focus on topic clearly'. A 'Main Idea & Focus criterion remark' box contains the text: 'The main idea and focus are not very cohesive.' with a grade of 'G'. There is an 'Insert frequently used comment' button and a 'Plot' section with the text: 'Characters, plot, and setting are developed'.

An example of Marking guide criteria used in Assignment activity

## Overview:

This guide shows you how to create a Marking guide criteria in Assignment activity.

## What to know:

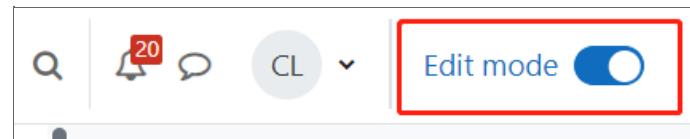
The Marking guide feature affords a teacher the ability to provide grades and feedback in an alternative manner to simple grading.

## Table of Contents

- Step 1: Turn on editing mode in your module area/course
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- Step 6: Selecting the grading form
- Step 7: Naming your checklist
- Step 7: Defining your Marking guide
- Step 8: Saving the marking guide

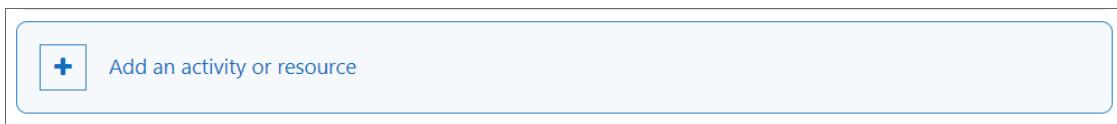
### Step 1: Turn on editing mode in your module area/course

Click the 'Turn editing on' button displayed near the upper right of the module area/course.



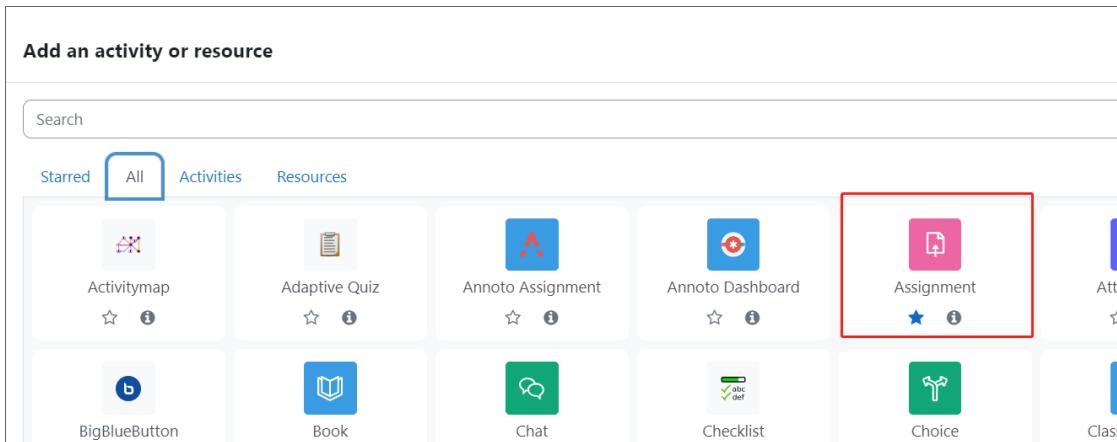
## Step 2: Click 'Add an activity or resource'

1. When editing mode is turned on, navigate to the section where you want to add the assignment activity.
2. Next, click the 'Add an activity or resource' button displayed at the bottom of the section.



## Step 3: Choose the Assignment activity

From the pop-up activity chooser window, locate and select The Assignment activity, then click the 'Add' button.



## Step 4: Provide a name for your activity

Now you come to the assignment creation page.

1. Please complete 'assignment name' and 'description'.
2. Then click 'save and return to module' at the bottom of the page to save the settings

Assignment name

Description

Words: 0

Display description on course page

## Step 5: The marking guide function

You'll now go to the settings area. Within the this area scroll down to the 'Grade' section, then from the 'Grading Method' drop-down menu please choose 'Marking guide', then 'Save changes'.

## Grade

Grade ?

Type Point

Maximum grade 100

Grading method ? Simple direct grading Simple direct grading

Grade category ? Checklist

Grade to pass ? Rubric

Anonymous submissions ? No

Hide grader identity ? from students No

Save and return to course Save and display Cancel

### Step 6: Selecting the grading form

Now you are taken to a screen where you can choose the grading method either by using a template or creating a grading form from scratch. Alternatively, you have the option of even changing the grading method.

## Advanced grading

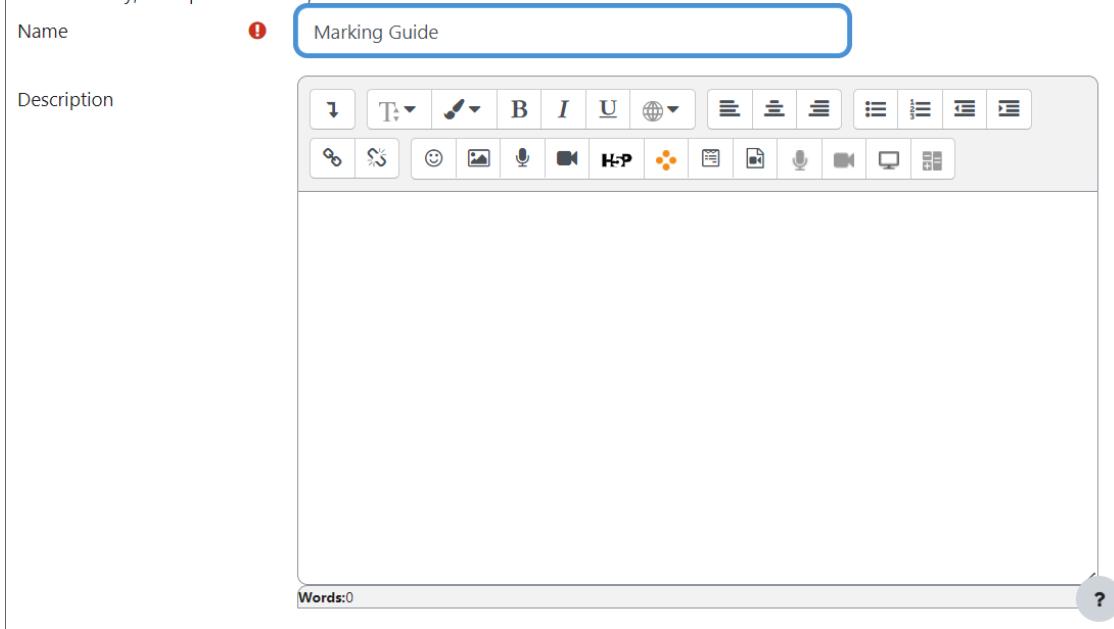
Change active grading method to ? Marking guide

Define new grading form from scratch

Create new grading form from a template

### Step 7: Naming your Marking Guide

You will have to name your Marking Guide, much in the same manner as you named the Assignment activity initially.



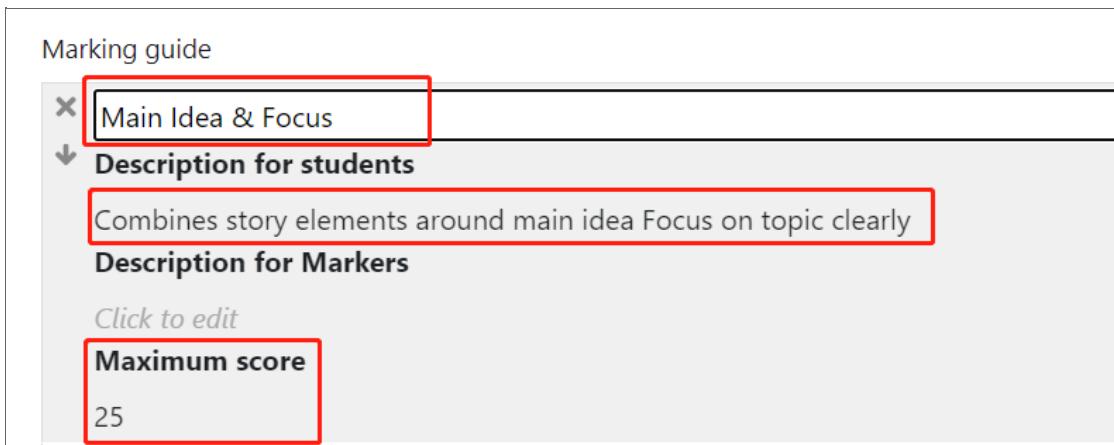
Name: **Marking Guide**

Description:

Words:0

## Step 7: Defining your Marking Guide

1. Provide a name for the Marking Guide Criteria.
2. Provide description for the Students and Markers (optional).
3. Provide the Maximum score.
4. Add additional criteria.
5. Add frequently used comments.



Marking guide

**Main Idea & Focus**

Description for students

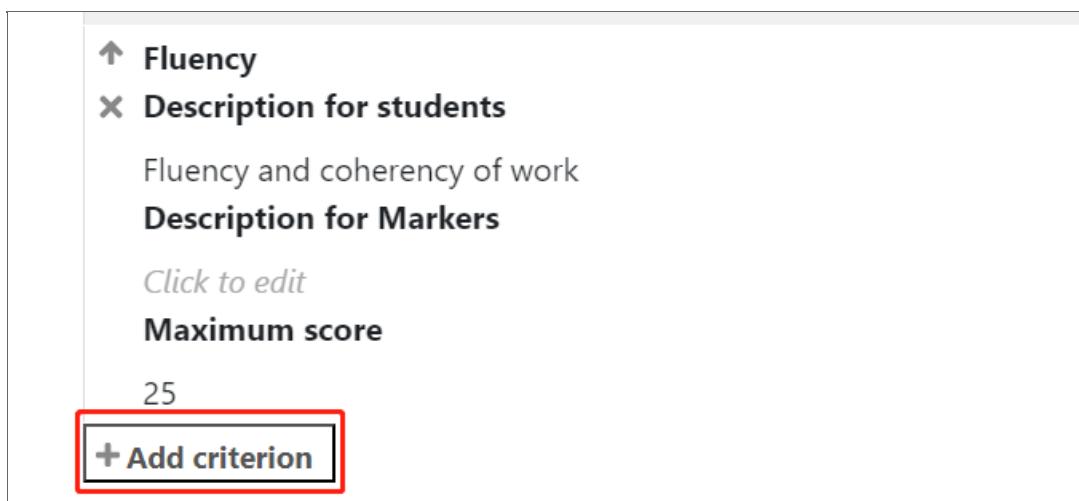
Combines story elements around main idea Focus on topic clearly

Description for Markers

Click to edit

**Maximum score**

25



↑ **Fluency**

✗ **Description for students**

Fluency and coherency of work

**Description for Markers**

Click to edit

**Maximum score**

25

**+ Add criterion**

### Frequently used comments

- Plot under-developed
- ↗ Well developed plot
- ↗ Well organized work
- ↗ not organized or constructed sufficiently

[+ Add frequently used comment](#)

## Step 8: Saving the marking guide

Once you have completed your marking guide go down to the 'marking guide options', decide which ones are applicable for you needs, and then save the Marking guide.

### Marking guide options

- Show guide definition to students
- Show marks per criterion to students

[Save marking guide and make it ready](#)

[Save as draft](#)

[Cancel](#)

## Step 9: Using the marking guide criteria

Here is an example of the marking guide

The screenshot shows a marking guide interface. At the top, it displays course and assignment details: 'Course: Chenhui's Test Module', 'Assignment: test Marking guide', and 'View all submissions'. It also shows the student information: 'Sandbox Student 1' (sdstudent1@invalid.noemail), 'Due date: 18 September 2023, 12:00 AM', and 'Change user' and 'Reset table preferences' buttons. The main area shows a student submission titled 'Features Of The Suzhou Museum Cultural Studies Essay'. The submission content discusses the legacy of Suzhou and its gardens. A note at the bottom of the submission area says 'Draft annotations saved'. On the right, a 'Grade' panel is open, showing a 'Grade' input field, a 'description' field, and a 'Main Idea & Focus' section. The 'Main Idea & Focus' section contains a note: 'Combines story elements around main idea Focus on topic clearly'. Below this, a 'Main Idea & Focus criterion remark' box contains the text: 'The main idea and focus are not very cohesive.' A red box highlights this remark box. At the bottom of the grade panel, there is an 'Insert frequently used comment' button, a '16 /25' rating field, and a 'Plot' section with the note: 'Characters, plot, and setting are developed'.

Online URL: <https://knowledgebase.xjtu.edu.cn/article/advanced-grading-method-marking-guide-159.html>

